

CLASS TITLE:**ASSOCIATE DIRECTOR I (DOH)**

Class Code: 02950900

Pay Grade: 46A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health, to be responsible for overall planning, development, coordination, management, policy development, and supervision of a major division of the department; assisting the Director of Health and other state agencies in public health policy formulation, practices and procedures; providing guidance and administrative direction for statewide public health programs; oversees the implementation of all programs within the division, and assures coordination with other departments and statewide programs; facilitates collaboration with other state agencies, other states, and federal agencies; and fosters partnerships with communities, municipalities, health equity entities, public health non-governmental organizations, health professionals and health care organizations and related duties as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Health with considerable latitude for the exercise of independent judgement; work is subject to review through consultation and submitted reports for compliance with department objectives and state and federal policies, laws, and rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates, and evaluates the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate and implement the work of a major division of the department, assigning, monitoring, planning, coordinating, directing, and reviewing programs, staff, contract relationships, and collaborative ventures to achieve the department's mission.

To produce periodic policy and planning documents concerning the work of the division, addressing issues of current and future public health impact and coordinating with other divisions of the department.

To serve as an integral member of the department's executive leadership team; to exercise leadership and direction consistent with the department's overall goals and objectives.

To represent the director and/or the department and the division in public forums, educational settings and in the media, promoting public health policies and objectives.

To review existing laws, proposed legislation, rules and regulations and report thereon to the Director as they relate to the department's functions.

To make recommendations to the Director in the formation of the department's legislative agenda and strategic goals.

To evaluate programs as to effectiveness in achieving the department mission and efficiency in meeting objectives, and to revise programs and policies to enhance effectiveness and efficiency.

To develop budget and grant proposals to obtain state, federal and foundation funding for public health programs and to implement and monitor the effectiveness of such resulting programs.

To be responsible for evaluating and recommending modifications to departmental fees, assessments, and penalties.

To assist the Director in formulating departmental and statewide public health policy and budget to achieve our mission.

To prepare and administer the division's budget.

To coordinate program and policy development and implementation with other divisions, other state agencies, the federal government, other states in the region, and private organizations.

To develop and maintain appropriate advisory groups for programs within the division.

To guide the development of a workforce of the division, support diversity and excellence, and nurture collaboration with communities, municipalities, and health equity entities.

To work within the political structure to achieve the department's mission, including written and oral testimony before legislative and policy bodies.

To be responsible for the administration of statewide health programs involving a variety of public health and governmental activities to support public health.

To oversee or engage in the support of public health areas under the authority of the department for a division of the department. Such divisions engage in a variety of functions, which may include but are not limited to proper licensing, oversight, and management of the entities and professionals regulated under the auspices of public health, serving the public in a variety of ways to ensure public health and the maximization of opportunities for education and assistance in preventative and maintenance of health globally, overseeing state laboratory and medical examiners functions, disease surveillance, prevention, and control, environmental health improvements and other public health functioning as defined by state or federal regulation or statute.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, methods and procedures applicable in the administration and management of statewide public health programs and policy; advanced professional knowledge of the public health disciplines incorporated in a major division of the department; a working knowledge of the principles of organization and management, program design, planning, budgeting, contracting, and purchasing, and the ability to apply such principles and practices in program areas within the Department of Health; experience managing employees in a range of functional capacities and levels, especially within a unionized environment; a working knowledge of evaluation principles; the ability to plan, coordinate and review the work of professional personnel through consultation and evaluation of work products; the ability to develop and maintain a continuing relationship with providers of health services, health related groups, advocates, and consumers, and to develop collaborative programs through such relationships; the ability to develop grant proposals, obtain funding and manage such programs; the ability to work closely with federal, state, and local officials, the media and the general public in advancing public health objectives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Doctorate in Public Health or a closely related field from an accredited institution of higher learning; or possession of an advanced degree in a related field and a Master's in Public Health from an accredited school; or program in Public Health; or possession of a Master's degree in Public Administration, Business Administration or a closely related field; and

Experience: At least five years employment in a high-level position in a public or private agency involving major responsibilities for the administration of a public health program or programs and coordination of various organizational and program activities in a field related to the mission of the division.

Class Created: April 16, 1995

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